

5 FAH-1 H-820 PREPARING DEPARTMENT NOTICES

(TL:CH-2; 05-30-1998)

5 FAH-1 H-821 GENERAL

(TL:CH-2; 05-30-1998)

a. The Office of Multi-Media Services (A/RPS/MMS) publishes Department Notices. Drafters may prepare Department Notices using either of the following methods:

(1) **Plain white bond paper (8 1/2 x 11)**—Use one-inch margins on all sides. Center and bold the title as the first line of the Department Notice. Begin text two spaces below the title, single space the text in block style, and double space between paragraphs.

(2) **Form DS-1337**—This form is available on the CD-ROM Infoforms (see Exhibit 5 FAH-1 H-824). It contains both clearance and distribution areas indicated within the masthead. Drafters should prepare the Notice using the same format as indicated in (1) above.

b. Prepare additional pages on 8 1/2" x 11" plain white bond paper.

5 FAH-1 H-822 DRAFTING AND CLEARING DEPARTMENT NOTICES

(TL:CH-2; 05-30-1998)

a. The originating office drafts, obtains clearances, and initiates publication of the Department Notice. This office obtains clearances from any office concerned with the substance of the Notice. The originating office also coordinates Notices designated for distribution to employees of IDCA, USIA, and ACDA with the responsible officials in those agencies.

b. The drafting (originating) office must retain a record of clearances for the Notice. Clearance information appear in the masthead (preprinted heading) on Form DS-1337. When using plain bond paper, drafters should attach a separate page on top of the Notice with the necessary clearance information.

5 FAH-1 H-823 DISTRIBUTION

(TL:CH-2; 05-30-1998)

a. Drafters indicate distribution instructions at the top of Form DS-1337 by circling one of the following patterns:

- (1) All employees State;
- (2) All employees State, USIA, ACDA, and IDCA.

b. For Notices prepared on plain bond paper, distribution is noted in the "Distribution" block on Form DS-5 (Department of State Requisition for Publishing, Reproduction, and Distribution Services). See 5 FAH-1 H-824 Exhibit H-824.

5 FAH-1 H-824 REQUEST FOR PRINTING

(TL:CH-2; 05-30-1998)

a. Drafters should complete Form DS-5 (5 FAH-1 H-824 Exhibit H-824) to be forwarded along with the completed Form DS-1337.

b. The blocks on the DS-5 beginning with "Appropriation" must be completed by the organization's budget officer before A/RPS/MMS will accept the form.

c. The drafter initials the DS-5R at the top right of the form to verify service desired and submits both forms to the Multi Media Services Division, Room 1758.

5 FAH-1 H-825 THROUGH H-829 UNASSIGNED

5 FAH-1 H-824 Exhibit H-824 DS-5

(TL:CH-2; 05-30-1998)

Department of State				Security Classification		Work Order No.		Date of Request		Due Date	
Requisition for Publishing, Reproduction, and Distribution Services				Unclassified				02/08/97		02/28/97	
Job Title and Subject						Bureau/Room No.					
Correspondence Handbook						Telephone		(202) 647-1111			
						Person Familiar with Job		Jane Doe			
Publication Approval Submitted				Y <input type="checkbox"/> N/A <input type="checkbox"/> If Department Notice, Combine?		Y <input type="checkbox"/> N <input type="checkbox"/>					
Job Specifications				Editorial Services Required							
No. of Pages		200		No. of Copies		100		Edit Copy		Proof Text	
Kind & Color of Paper & Ink				Finished Size		8 1/2 X 11		Collate Text		Complie Data	
Blue cover card stock				Distribution		Deliver to Jane Doe		Review Page Proofs		Design Layout	
Printing & Bindery Specifications				Convert Disks				Other			
One Side Only		Head to Head		Head to Foot		Additional Instructions					
Assembling		Stapling		Saddle Stitch							
Punching/Spiral Binding		Folding		Fold and Paste							
Appropriation		Allotment		Obligation No.		Organization Code		Function Code		Object Code	
1620103		1246		2992000		155130		5574		2488	
Signature of Authorized Official				Date		02/15/97		Editorial Estimate		Printing Estimate	
Funds Available				Signature		Funds Entered CFMS (date)		Signature			

Form DS-5 1-94

Original

